

MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
PERSONNEL RECORD REVIEW WORK SHEET

DATE	EMPLOYEE/VOLUNTEER	DATE HIRED/PROMOTED
CURRENT POSITION		QUALIFIES FOR CURRENT POSITION?

RULE	COMPLI- ANCE		COMMENTS
	NA	YES NO	
R 400.12209 Orientation and training.			
Rule 209. (1) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 16 hours of orientation after initial appointment and before assumption of assigned duties.			
(2) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 14 hours of training relating to his or her current position within the first year of being assigned to the position.			
(3) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 14 hours of planned training relating to his or her current position annually after the time periods specified in subrules (1) and (2) of this rule.			
(4) The orientation and training specified in subrules (1) and (2) of this rule for each social service worker shall include all of the following topics:			
(a) Characteristics and needs of children and families served by the agency.			
(b) Requirements of applicable statutes relating to the services the agency provides that are subject to these rules.			
(c) Agency expectations for the social service worker to facilitate and supervise the care of children and to work with families that are served by the agency.			
(d) Agency expectations for the social service worker's role and responsibility with foster parents and other persons who provide care or services to children and families served by the agency.			
(e) Agency expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by the agency.			
R 400.12212 Personnel records.			
Rule 212. (1) An agency shall maintain a personnel record for each staff member.			
(2) The personnel record shall contain all of the following information before employment may occur:			
(a) Name.			
(b) Verification of education.			
(c) Work history.			
(d) Three references obtained from persons who are unrelated to the staff person.			
(e) A record of any convictions as required by R 400.12206(2).			
(3) The personnel record shall contain both of the following:			
(a) A written evaluation of a staff member's performance within a probationary period or not later than 6 months after the staff member assumes his or her current responsibilities. After the initial evaluation, a written evaluation shall be conducted each year.			
(b) A copy of the job description for the staff member's current position.			
(4) An agency shall maintain an orientation and training record for staff members.			